

TV STUDIO GUIDELINES

1. According to New York State and College Administration, the class size is ten students.
2. No outside actors/actresses will be allowed on campus for productions---only students enrolled in the course are permitted.
3. Only students and Communications faculty are allowed in the studio during class sessions.
4. When using control room or studio equipment during class sessions (camera, audio board, switcher, etc.); only one student is allowed to use the specific piece of equipment and role for the class session. This is due to cleaning protocols that will be instituted and for student safety.
5. When utilizing field production gear, students will receive their own kits (camera, tripod, audio, lighting) for all class sessions. Students will not partner when using the equipment.
6. For productions on campus for Fall 2020-Spring 2021.
7. Students are required to have masks for class.
8. All field and studio equipment will be cleaned daily (before and after each class session)
9. When renting equipment, students must wipe down the gear thoroughly before returning it to the studio.
10. Until further notice, the TV Studio will only be used for Communications courses, no outside productions or lab hours.
11. Hand sanitizers gloves, and wipes are available in the studio.

MEDIA LAB GUIDELINES

1. According to the New York State and College Administration, the class size is 12 students.
2. Students will be assigned computer stations during class sessions.
3. Students will only use one computer per class session and lab.
4. Students must have masks for class.
5. Faculty will practice social distancing when instructing students during class sessions and lab hours---if students need assistance, their projects and assignments will be streamed onto faculty computers and projectors.
6. Students cannot hover over other computers or touch another student's keyboard.
7. All computers and keyboards will be cleaned before and after each class.
8. There will be reduced lab hours for the Fall 2020 semester. There will be 10 hours offered to students. Until further notice, students cannot walk into the lab. Students must email the Director of Media Facilities to schedule a lab session.
9. Director of Media Facilities will also offer virtual lab hours to students enrolled in courses.
10. Until further notice, only students enrolled in communication courses have access to the lab. The lab is not open for walk-ins.
11. The faculty is required to clean the lab immediately after each class session.
12. Hand Sanitizer, gloves and wipes will be in the lab.